



JEWELS

(Judicial Education Web Learning System)

User Manual

As of June 30, 2003

Introduction

Many Missouri Judiciary staff has expressed their desire to participate in education classes over the internet, thus allowing staff to stay in their office when receiving training for infrastructure software upgrades, JIS case management upgrades, or soft skills education. In response to this need, OSCA is excited to offer this additional service to court staff. You now have the ability to register for Videoconferences, Satellite Broadcasts, and **SOME** Classroom (Live) sessions. In addition you will be able to register and launch available web courses through the web registration system.

This user manual is designed to detail the use of this registration system. The system is called JEWELS (Judicial Education Web Learning System).

As always, if you have difficulty with this or any other computer system, contact the OSCA Help Desk through Lotus Notes or by phone at 1-888-541-4894 or 573-522-5577.

Accessing JEWELS

1. Double click on the Internet Explorer icon shown:



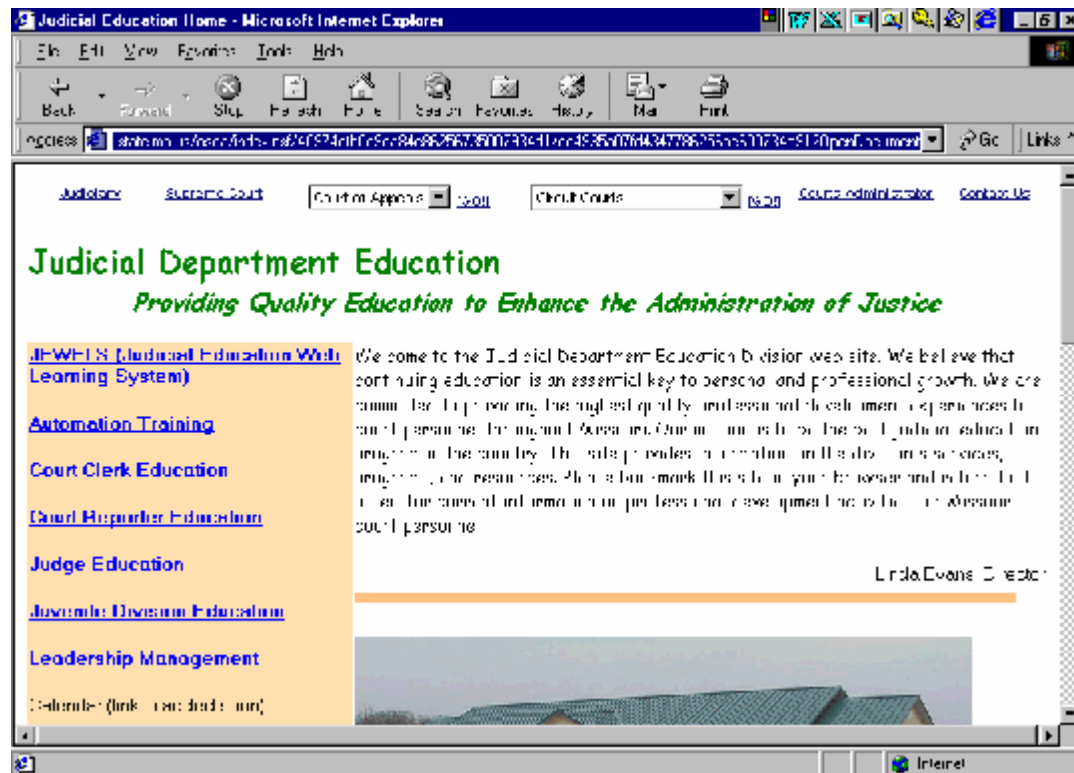
- If your default web site is not the Missouri Judiciary home page, enter the following URL in the Address field: <http://www.osca.state.mo.us/osca/index.nsf/>
- If your default web site is the Missouri Judiciary home page, you should see the home page as displayed below. Proceed to #2 below for detailed instructions.



- Click on the **Office of State Courts Administrator** link.
The Office of State Courts Administrator home page displays:



- Click on the **Judicial Education** link to go to the Judicial Education home page.
The Judicial Education home page displays:

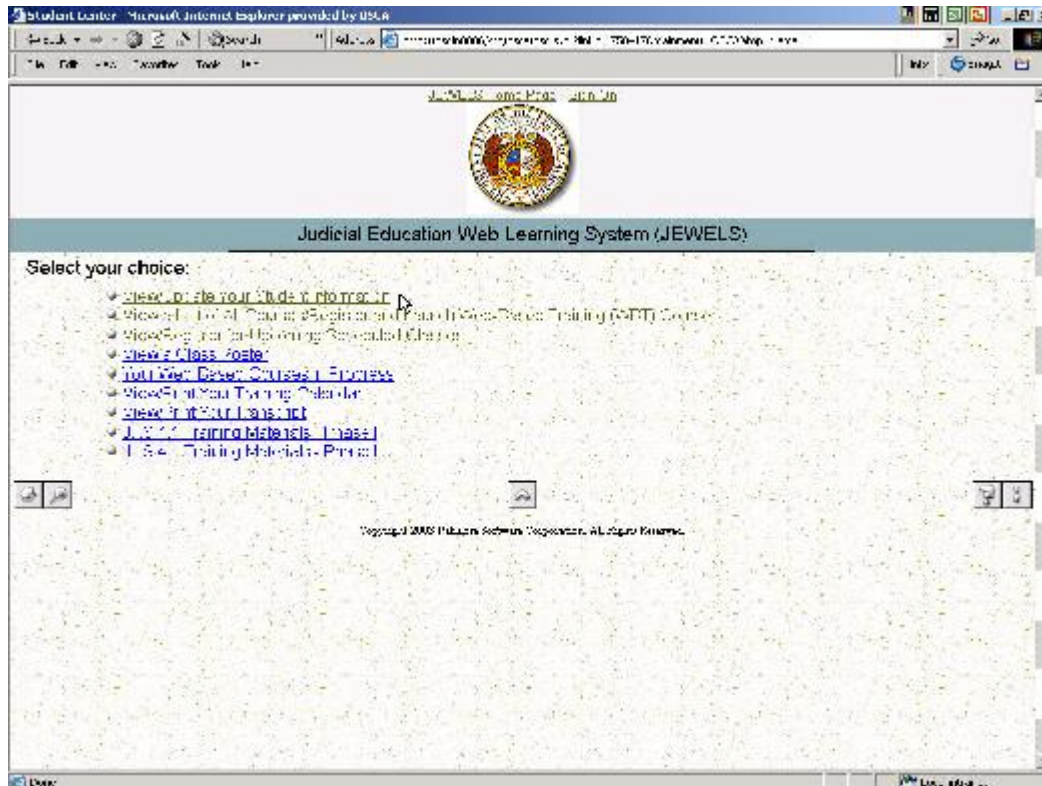


4. Click on the **JEWELS (Judicial Education Web Learning System)** link.
The JEWELS home page displays:



5. To log onto JEWELS:

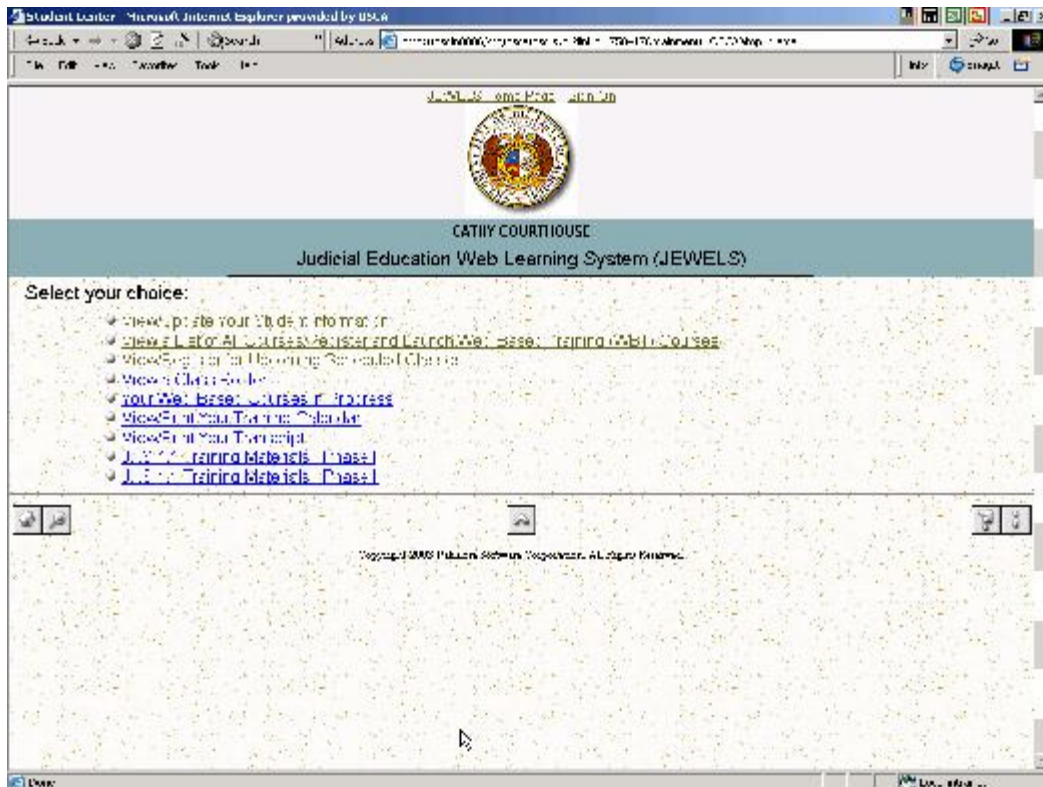
- Click on **Sign On** (top center of the screen).
 - Type in your **SSN** with dashes. As you type the SSN a row of asterisks will appear. The SSN is treated like a password. Do **NOT** give other individuals your SSN to take a class. If you are not in the database, judiciary staff will be able to add your student information so you can use the registration system.
 - Click **OK**.
 - Once you have clicked on OK, your name will appear between the state seal and Judicial Education Web Learning System (JEWELS). You are now logged onto the system.
- NOTE: Any actions taken at this time will be attributed to your ID.** Your screen looks as follows:



Now let's take a look at each of your menu choices.

A. View/Update Your Student Information

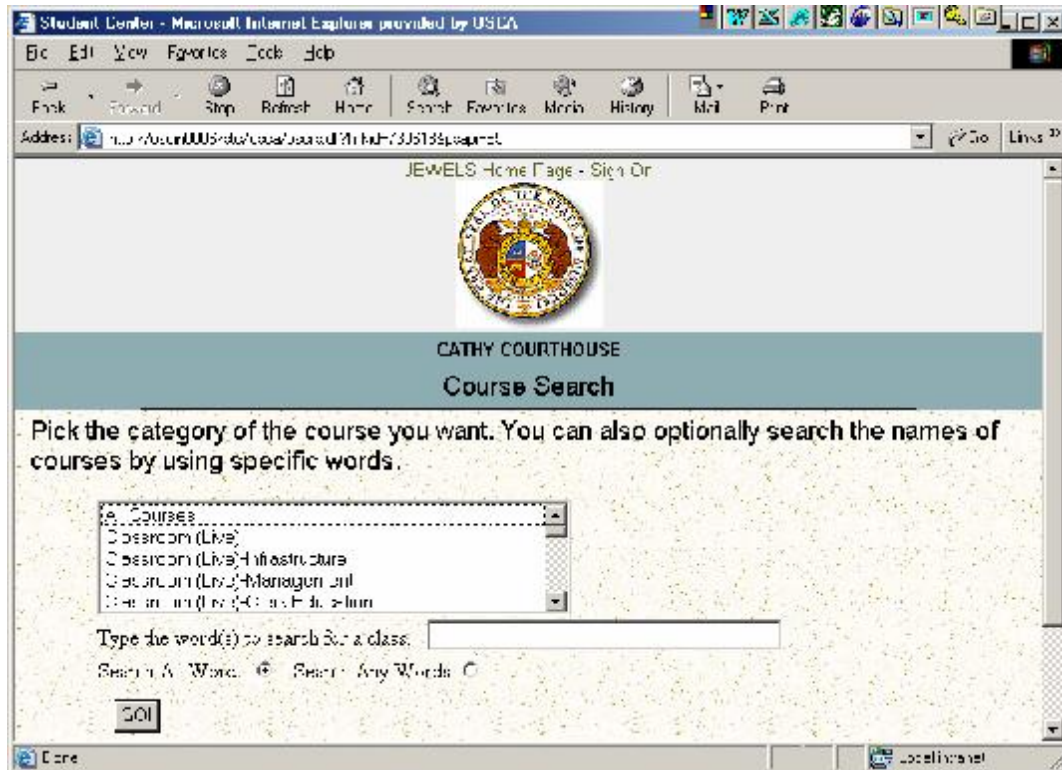
1. When you select this menu option, the following screen appears.



2. To make sure we have the most up-to-date information about you, there are several pieces of information that we would like for you to verify. **NOTE:** Please type all information in capital letters.
 - If the information is correct, do nothing.
 - If the information is incorrect or incomplete, please correct and click on the **OK** button.
 - Verify, change and/or complete, as appropriate, the following:
 - Preferred Name
 - County Name or District (please choose from the drop down list)
Note: OSCA, Supreme Court and Appeals Courts are listed
 - Circuit # or District (please choose from the drop down list)
Note: OSCA, Supreme Court and Appeals Courts are listed
 - Email Address
 - Office Name (Court/Juv)
For example, St. Charles County Courthouse
 - Office Address Line 1
 - Office Address Line 2, if needed
 - Office City
 - Office State
 - Office Zip
 - Office Phone
 - Office Fax Number
3. Click on the **OK** button when finished. This will take you to a screen where you can verify your information. If the information is correct, click on the **OK** button to return to JEWELS Home Page.

B. View a List of All Courses/Register and Launch Web-Based Training (WBT) Courses

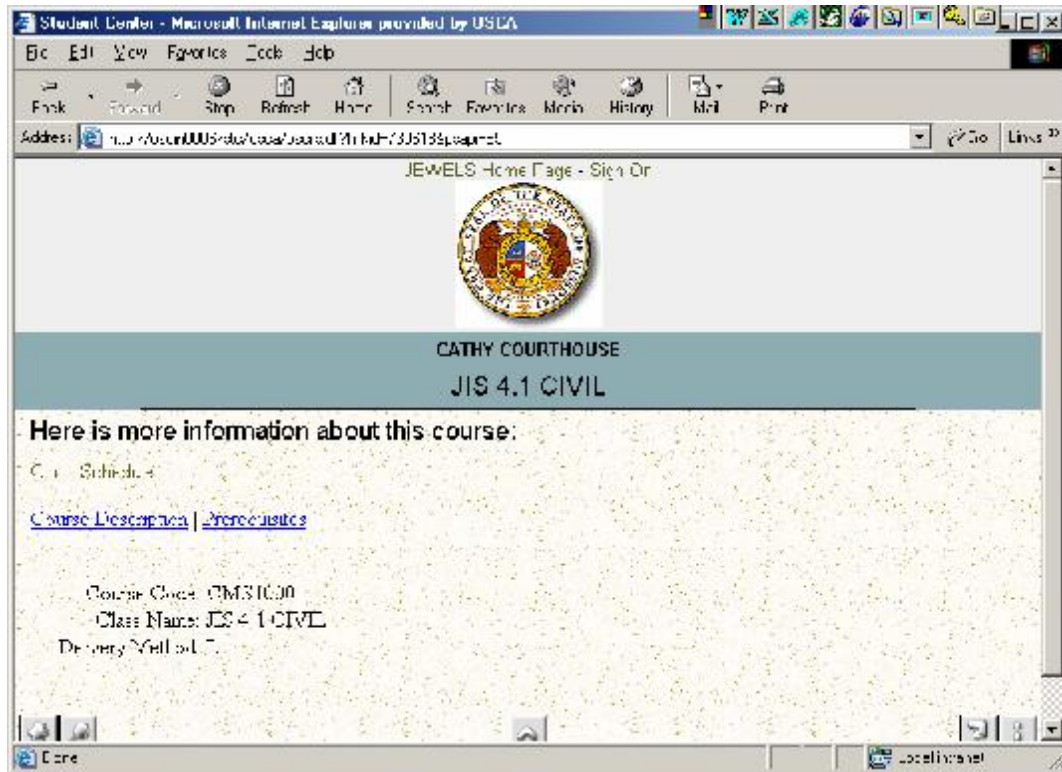
1. Click on the View a List of All Courses/Register and Launch Web-Based Training (WBT) Courses menu option, and the following screen displays.



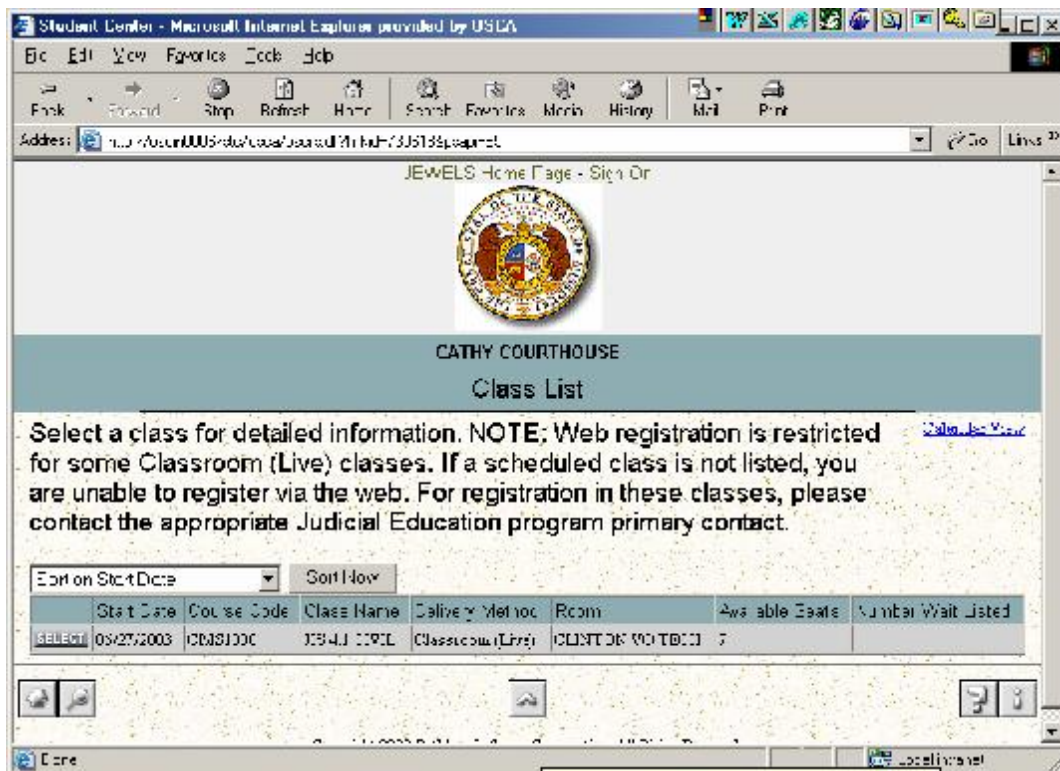
2. Choose the appropriate course list category and click on the **GO** button. The following screen appears:
 - **Note:** Additional categories will be added to the list for the purpose of narrowing down the search as courses are added to the system.



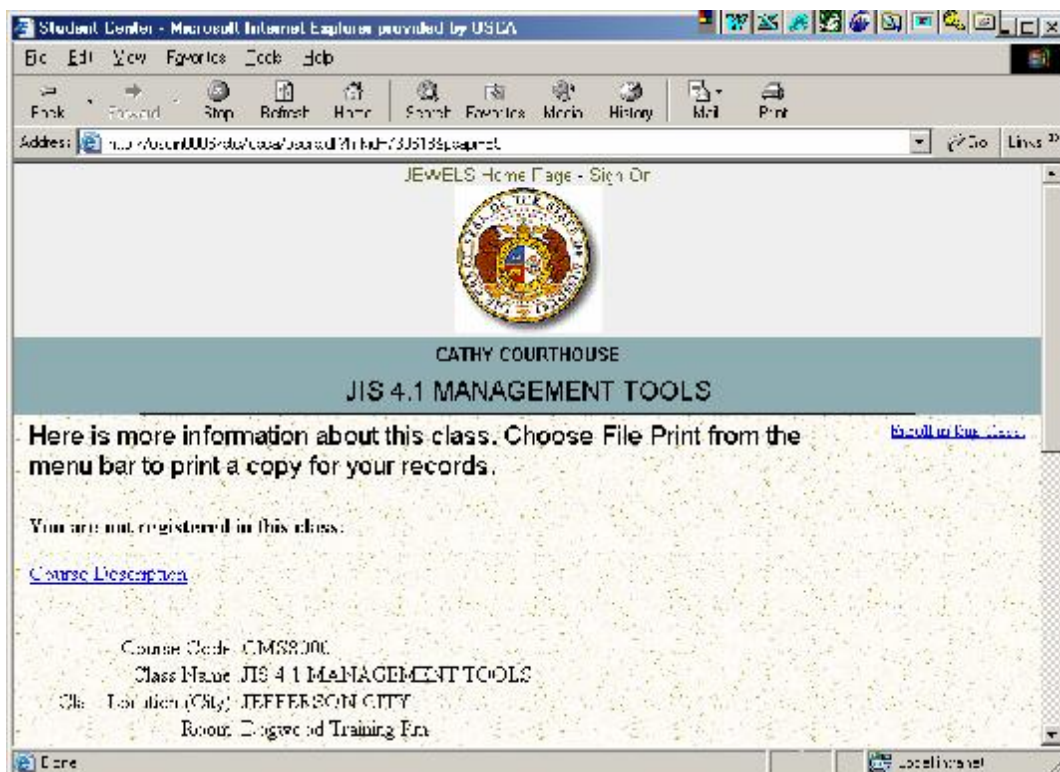
- You can sort the course list in several ways.
 - Choose the sort method located on the left of the sort now button and click on **SORT NOW**.
3. To find more information on a course or to enroll in a class, click on the **SELECT** button.
- Once a course is selected, the following screen appears:




- Click on the appropriate link according to the information you are seeking.
 - If you select **Schedule of Classes** and classes have been scheduled, a list of classes will be displayed as shown. Choose the class in which you wish to register by pressing the **SELECT** button next to the class name.

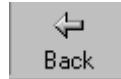


- **Note:** The selection of **Calendar View** will result in the same information in the form of a monthly calendar.
- If a class is eligible for enrollment, the following screen appears:

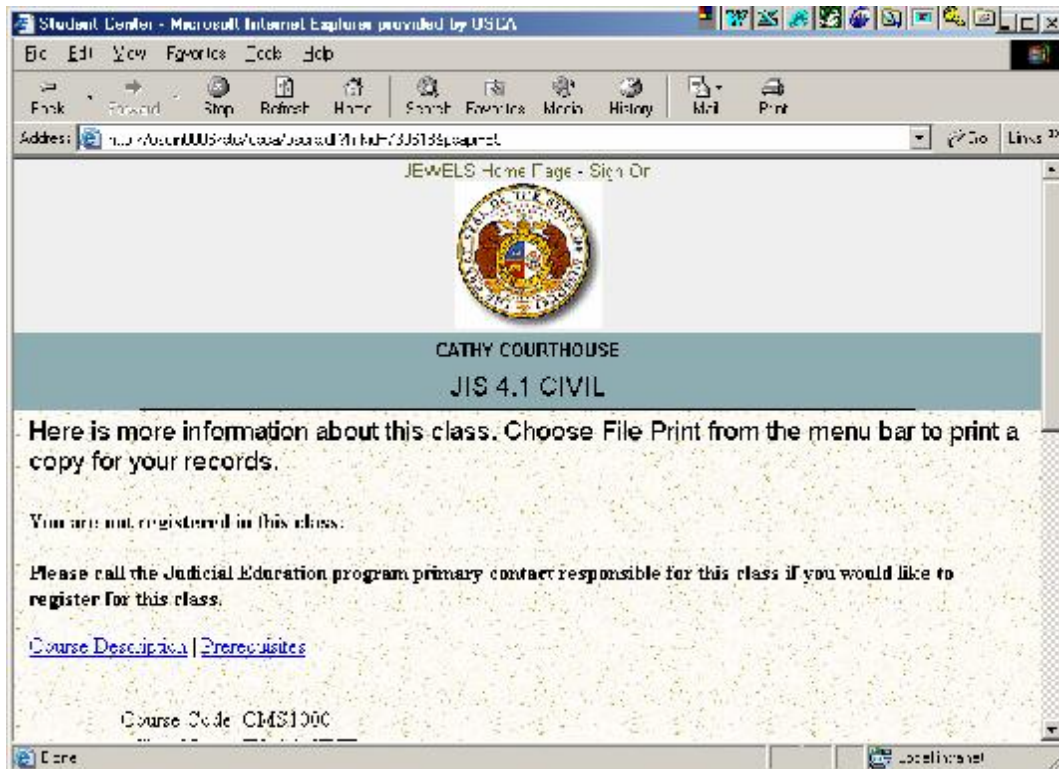


4. Click on **Enroll in this class** and follow the instructions.
 - **Note:** You will receive a confirmation message on the screen if your enrollment is accepted.

5. Use this menu option to register for available classes in the following categories:
 - Computer-Based Training (CD)
 - Classroom (Live)
 - Satellite Broadcast
 - Interactive Videoconference
6. Available classes are those classes that do **NOT** have certification requirements. Some examples of unavailable classes are:
 - ICM Certification program
 - JIS (Banner) Classes being offered for a new circuit going through the implementation process.
 - Classes which have specific eligibility requirements (only supervisors, managers, etc.)
 - **Note:** To return to the previous page (list of classes), click on the  button on the Internet Explorer tool bar.

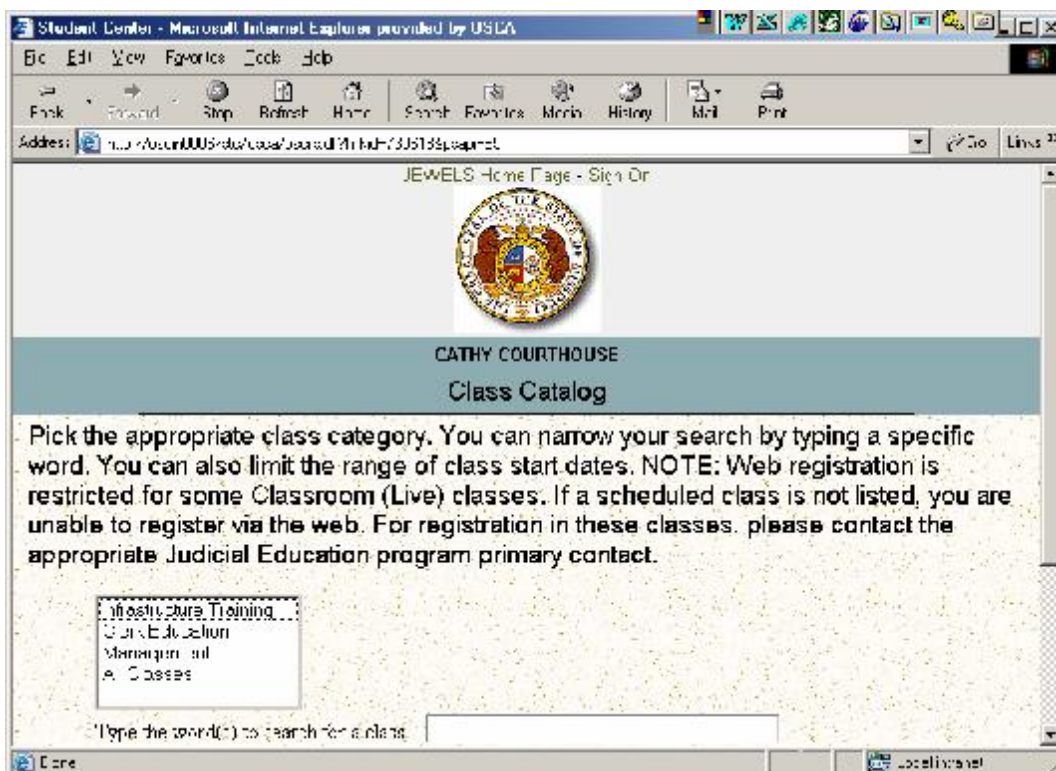


7. If the class is **NOT** available for enrollment, the following screen shows:

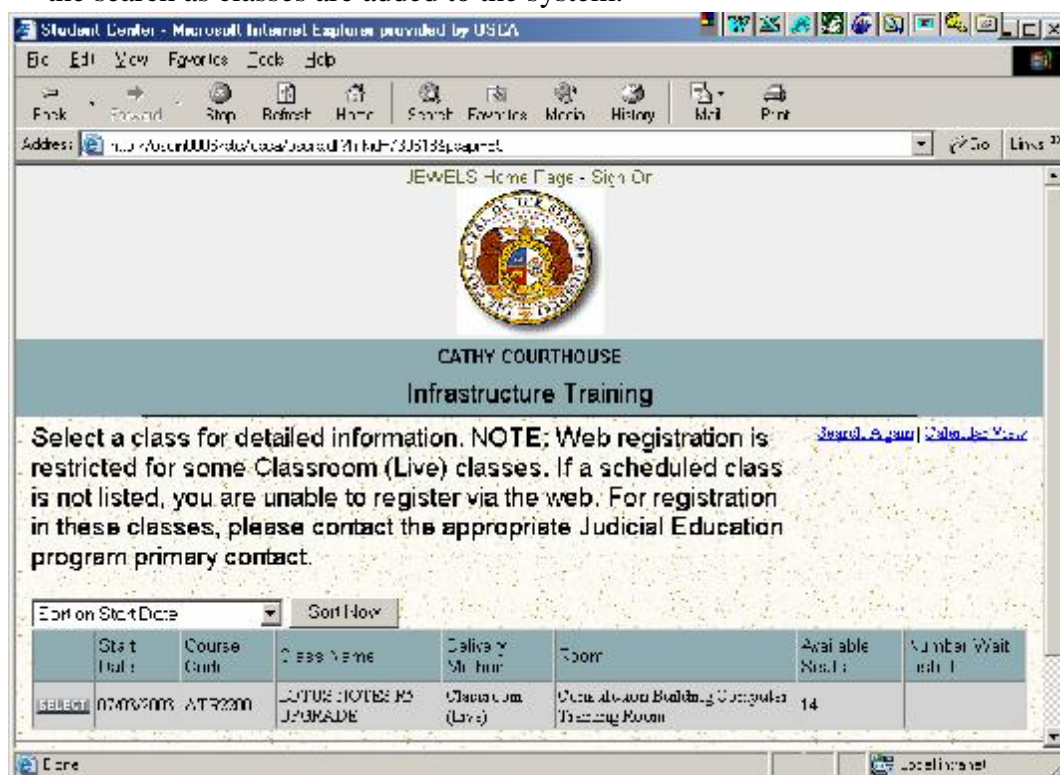


C. View/Register for Upcoming Scheduled Classes

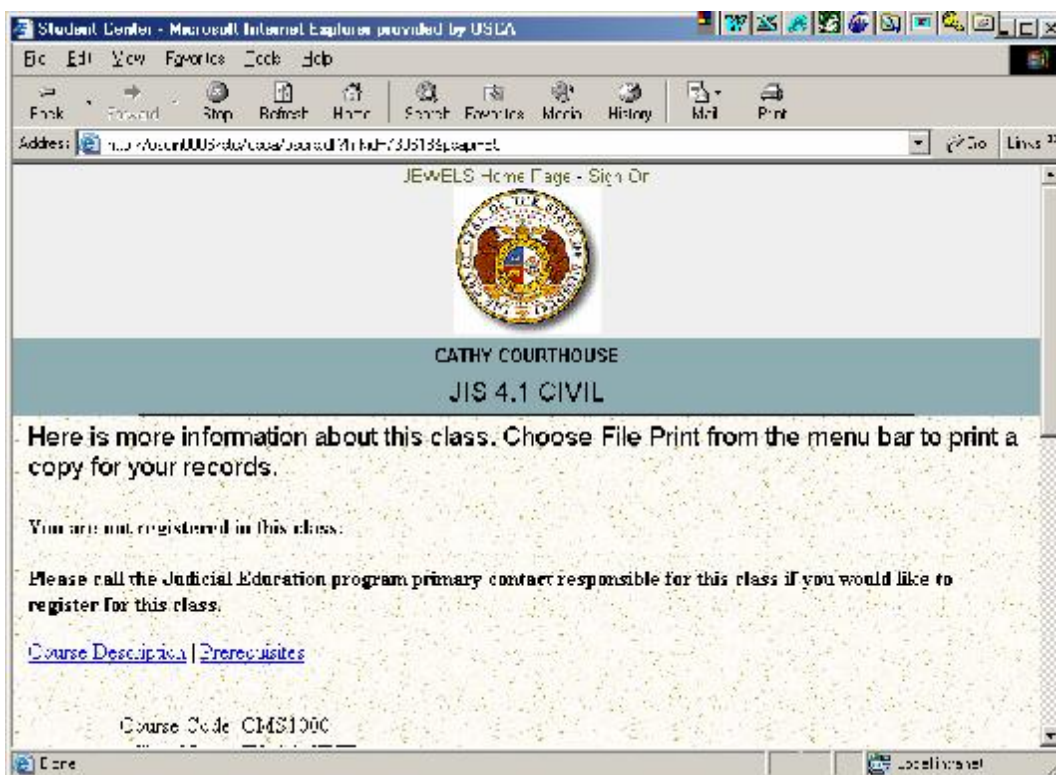
1. When you select the View/Register for Upcoming Scheduled Classes menu option, the following screen shows:



2. Choose the appropriate class category. The following screen appears:
 - **Note:** Additional categories will be added to the list for the purpose of narrowing down the search as classes are added to the system.



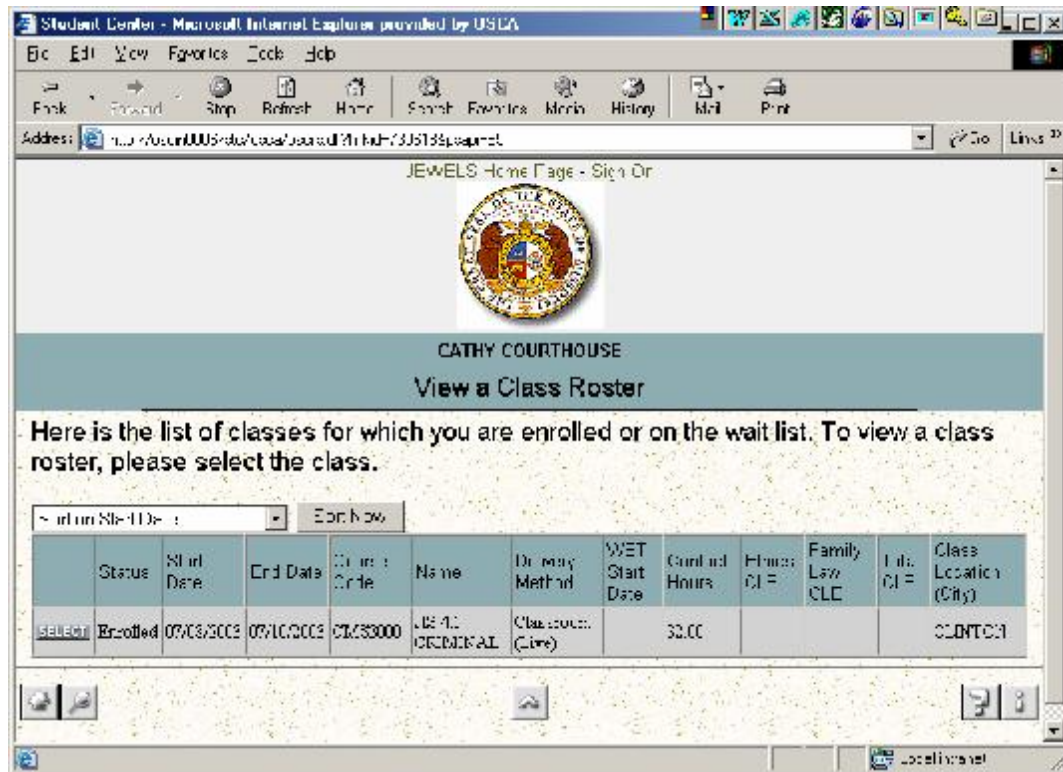
7. If the class is **NOT** available for enrollment, the following screen will be shown.



D. View a Class Roster

Note: At this time you can only view a class roster for classes you are currently enrolled in or are on the wait list for. Future enhancements will include web access to all class rosters.

1. When you select the View a Class Roster menu option, the following screen appears:



2. Click on the button to view the class roster.

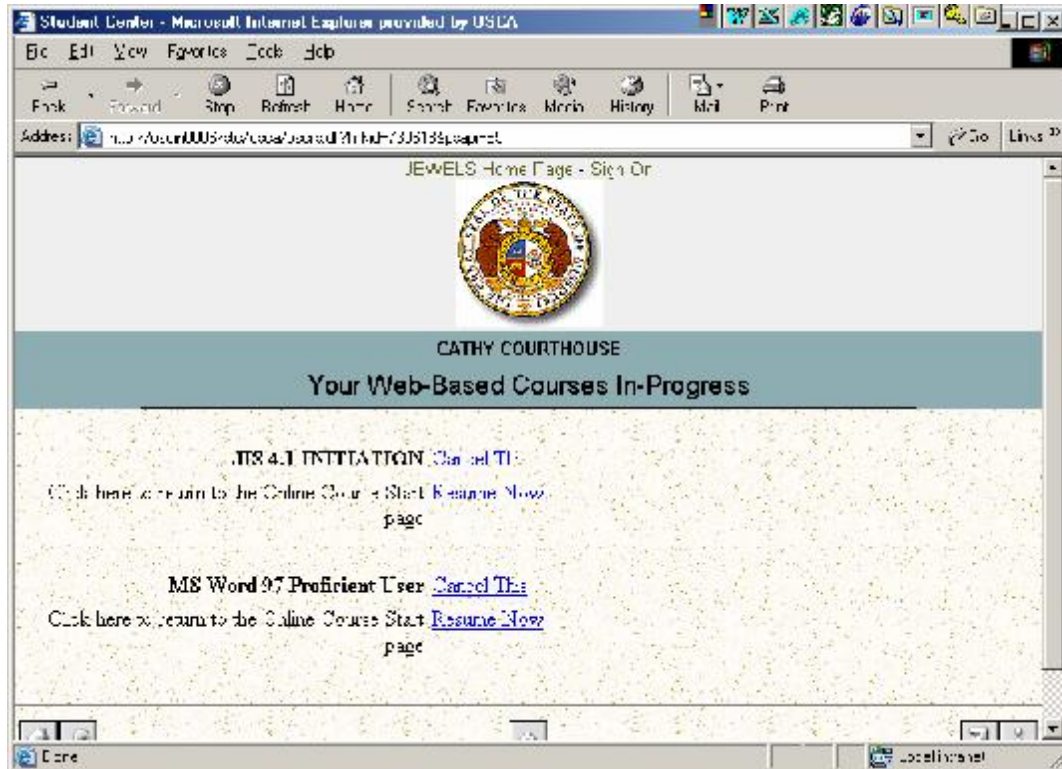
3. Once you have selected the class, the class roster for that class appears.

The screenshot shows a Microsoft Internet Explorer window titled "Student Center - Microsoft Internet Explorer provided by USCA". The address bar displays "http://Account005/StudentCenter/Menu/03JIS41.aspx?net". The page content includes the Jewels Home Page logo, the text "CATHY COURTHOUSE", and a link "View a Class Roster". Below this, the text "07/08/2003 JIS 4.1 CRIMINAL" and "Here is the roster for the class you selected." is displayed. A table with three columns: "Full Name Reversed", "County Name", and "Circuit #" is shown. The table contains six rows of data. A "Sort by" dropdown menu is set to "Full Name Reversed" and an "Edit how" button is present.

Full Name Reversed	County Name	Circuit #
ADDOTT, MARCIA A.	HENRY COUNTY	
COFFMAN, TAMMY PRIMA	HENRY COUNTY	
COURTHOUSE, CATHY C	COLE COUNTY	
DICK, JOY ELAINE	BATES COUNTY	
DOLL, PATRICIA L.	HENRY COUNTY	
FORNIER, DEDEE	BATES COUNTY	

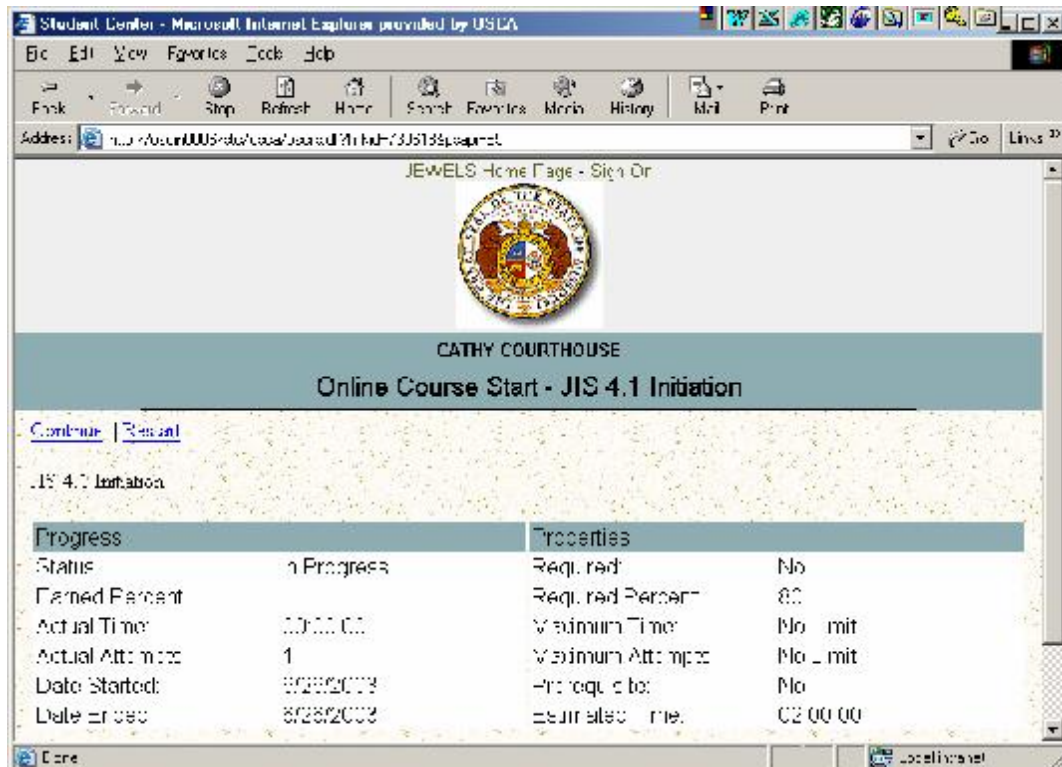
E. Your Web-Based Courses in Progress

1. When you select the Your Web-based Courses in Progress menu option, the following screen shows:

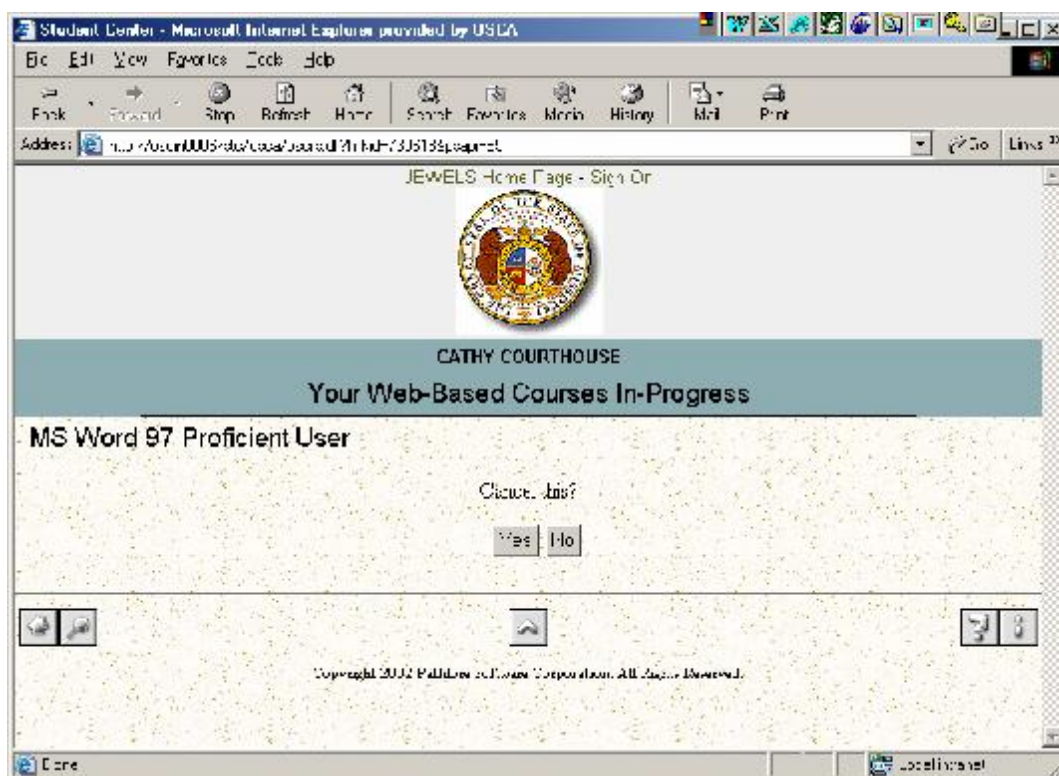


As you can see, you are able to perform two functions here (Resume Now or Cancel This).

2. Resume Now, to return to a class in which you previously started.

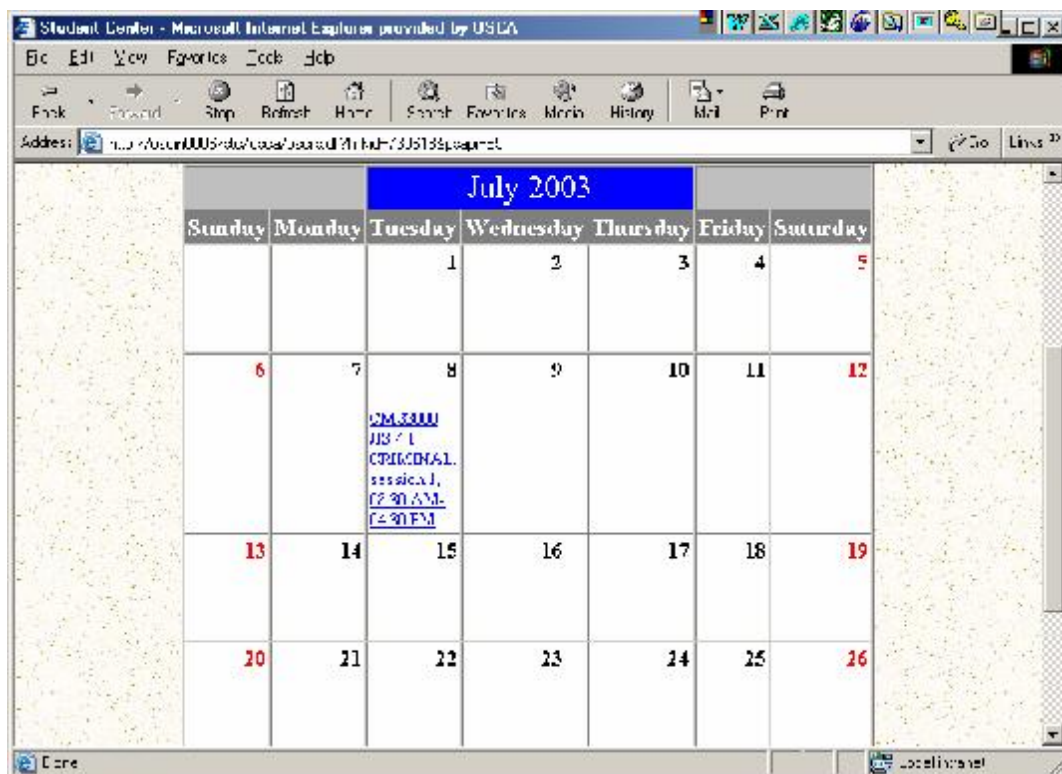
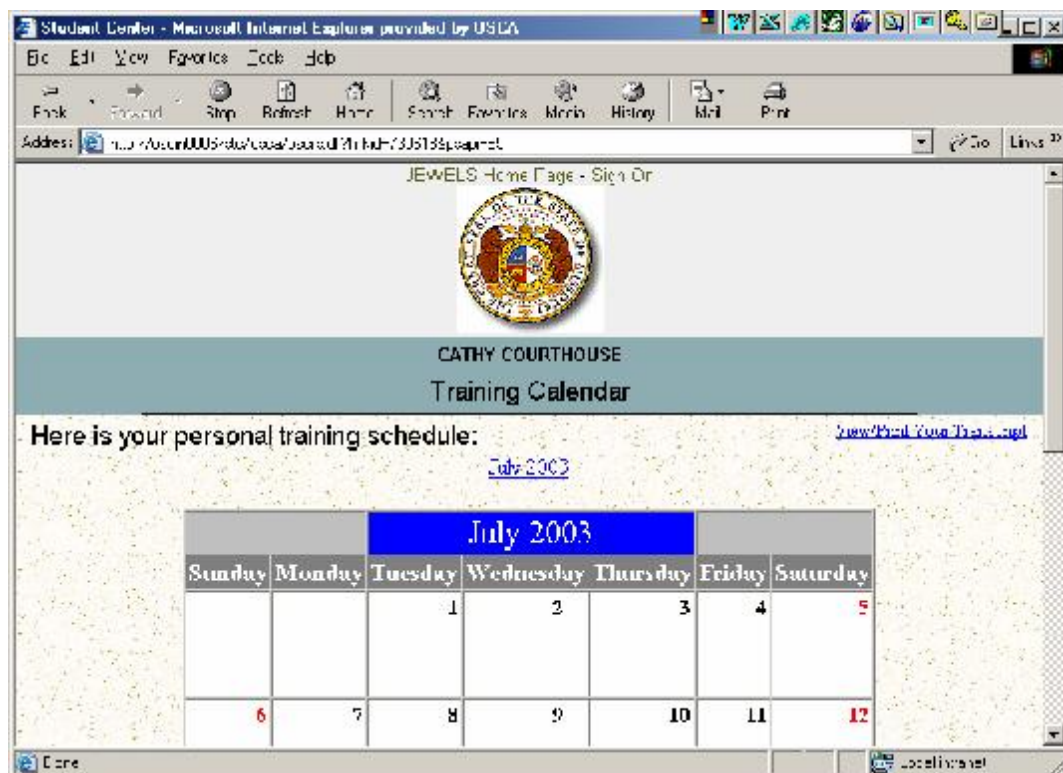


3. Cancel This, cancels a class you previously started. You will be prompted to verify that you wish to cancel this course. The Cancel This option should only be used if you do not want to complete the course you began.



F. View/Print Your Training Calendar

1. When you select the View/Print Your Training Calendar menu option, the following screen shows. You can print your calendar by clicking on the Print icon in the toolbar.



G. View/Print Your Transcript

1. When you select the View/Print Your Transcript menu option, the following screen shows:

JEWELS Home Page - Sign On

CATHY COURTHOUSE
View/Print Your Transcript

Here is your transcript. Select a class for more information. If information needs to be verified, please contact the OSCA Help Desk via Lotus Notes or by calling 898-541-4894 or 573-522-5577. [View/Print Your Transcript/Calendar](#)

Export on Start Date: [v] Export Now

	Status	Start Date	End Date	Course Code	Name	Delivery Method	WDT	Contact Hours	Ethics CLE	Parity Low CLE	Total CLE	Class Calculation
SELECT	Printed	07/22/2004	07/10/2004	04/80000	JS / 1 ORIGINAL	Classroom (Live)		2.00				0.12500
					JS / 2 Word							0.12500

You can print your transcript by clicking on the Print icon on the toolbar.